

**APPLICATION FOR NAVY CONTRACT POSITIONS  
THIS IS NOT A CIVIL SERVICE POSITION  
CT- 01-03 - 21 JAN 03**

I. IMPORTANT INFORMATION: CUTOFF DATE AND TIME FOR RECEIPT OF APPLICATIONS IS 3:00 PM EST ON OR BEFORE **04 Feb 03**. SEND APPLICATIONS TO THE FOLLOWING ADDRESS:

NAVAL MEDICAL LOGISTICS COMMAND  
ACQUISITION MANAGEMENT DEPARTMENT  
1681 NELSON STREET ATTN: CODE: 21T  
FORT DETRICK, MD 21702-9203

E-MAIL: [acquisitions@nmlc.med.navy.mil](mailto:acquisitions@nmlc.med.navy.mil)  
IN SUBJECT LINE REFERENCE: CODE: 21T

A. NOTICE. This position is set-aside for individual Pediatric Intensive Care Unit Registered Nurses only. Applications from companies will not be considered; additionally, applications from active duty Navy personnel, civilian employees of the Navy, or persons currently performing medical services under other Navy contracts will not be considered without the prior approval of the Contracting Officer.

B. POSITION SYNOPSIS: Pediatric Intensive Care Unit Registered Nurses (PICU RNs). The Government is seeking to place under contract an individual who holds a current license as a registered nurse and has a minimum of 2 years full-time (40 hours per week) experience within the last three years working in a Pediatric Intensive Care Unit. This individual must also (1) meet all the requirements contained herein and (2), competitively win this contract award (Sections D. and E.).

Services shall be provided in the Pediatric Intensive Care Unit at Naval Medical Center, Portsmouth, Virginia.

You shall be on duty in the assigned clinical area for a maximum of 80 hours per two-week period. You shall normally provide services for either an 8.5 or 12.5 hour period (to include an uncompensated .5 hour for a meal break depending on shift length). Services in the Pediatric Intensive Care Unit are provided 24 hours per day, 365 day per year. Specific hours shall be scheduled one month in advance by the Commander. Any changes in the schedule shall be coordinated between you and the Government. You shall arrive for each scheduled shift in a well-rested condition and shall have had at least six hours of rest from all other duties as a registered nurse.

You shall accrue eight hours of personnel leave (vacation and sick leave) at the end of every 2-week period worked. Your services may be required on the following federally established paid holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. This position is for a period beginning from the start date, (a date agreed upon by the successful applicant and the Government), through 30 September of the same fiscal year with options to extend the contract for a total of five years. The contract will be renewable each fiscal year at the option of the Navy.

A. The use of "Commander" means: Commander, Naval Medical Center, Portsmouth, VA or designated representative, e.g. Contracting Officer Representative, Technical Liaison, Product Line Leader (PLL), or Service Line Leader (SLL).

B. SUITS ARISING OUT OF MEDICAL MALPRACTICE. The health care worker(s) is (are) serving at the military treatment facility under a personal services contract entered into under the authority of section 1091 of Title 10, United States Code. Accordingly, section 1089 of Title 10, United States Code shall apply to personal injury lawsuits filed against the health care worker(s) based on negligent or wrongful acts or omissions incident to performance within the scope of this contract. You are not required to maintain medical malpractice liability insurance.

Health care workers providing services under this contract shall be rendering personal services to the Government and shall be subject to day-to-day supervision and control by Government personnel. Supervision and control is the process by which the individual health care worker receives technical guidance, direction, and approval with regard to a task(s) within the requirements of this contract.

C. DUTIES AND RESPONSIBILITIES. Your actual clinical activity will be a function of the overall demand for registered nurse services in the pediatric intensive care unit. You shall maintain liaison with the PLL per established command policies.

ADMINISTRATIVE AND TRAINING REQUIREMENTS. You shall:

1. The health care worker shall provide training and/or direction as applicable to supporting Government employees (i.e. hospital corpsmen, technicians, students, LPNs) assigned to the health care worker during the performance of clinical procedures. The health care worker shall perform limited administrative duties which include maintaining statistical records of their clinical workload, participating in education programs and research, and participating in clinical staff quality assurance functions and Process Action Teams, as prescribed by the Commander.
2. Participate in monthly meetings to review and evaluate the care provided to patients, identify opportunities to improve the care delivered, and recommend corrective action when problems exist. Should a meeting occur outside of your regular working hours, you shall be required to read and initial the minutes of the meeting.
3. Participate in multifaceted staff development activities at the unit level and Command level, including, but not limited to the following activities:
4. Teach formal and informal unit classes twice per quarter, on subjects germane to pediatric intensive care nursing/pediatric nursing.
5. Participate in the orientation and training of new unit personnel, including inter-unit cross training.
6. Attend annual renewal of the following Annual Training Requirements provided by the MTF: family advocacy, disaster training, infection control, Sexual Harassment, Bloodborne Pathogens and Fire Safety.
7. Complete Composite Healthcare System (CHCS) training provided by the Government.
8. Attend all annual retraining classes required by this command, to include Basic Life Support Level C (BLS-C) Certification.

STANDARD DUTIES AND RESPONSIBILITIES: Your scope of practice is based on provision of services for patients ranging in age from a few days to late adolescence who require inpatient medical and/or surgical care for a variety of illnesses or injuries. This includes assisting with sedation for pediatric procedure patients and transport of critically ill children requiring admission to the PICU. The patient acuity ranges from VI to III. In addition to providing medical care for patients with a variety of pediatric medical diagnoses, the health care worker provides a full spectrum of care to complex subspecialty patients suffering from conditions such as cystic fibrosis, cancer, diabetes, asthma, etc. This includes blood product transfusions, respiratory therapy procedures, insulin therapy, etc. A full range of general surgical procedures is available, including orthopedic, neurosurgical, urologic, and ENT

procedures. Cardiac surgery is not available. The health care worker performs a full range of PICU RN procedures, on site, using Government furnished facilities, equipment and supplies. Actual clinical activity will be a function of the overall demand for services. During periods of low census, the health care worker may be required to assist in the Intensive Care Unit, Step Down Unit or Progressive Care Unit. The health care worker may also be reassigned during periods of low census to the Pediatric ward. This will ensure productivity of all assigned PICU RN's. Historically there were 11 days (264 hours during a 12-month period (2001-2002) when the PICU census was zero.

Overview of operations: The Pediatric Intensive Care Unit has a physical capacity of 9 beds. The beds are divided into single patient rooms. Patients with a wide variety of critical medical and surgical conditions are cared for in this unit.

**CLINICAL DUTIES AND RESPONSIBILITIES:** You shall:

1. Render professional intensive nursing care to critically ill pediatric patients with medical and/or surgical conditions within the Pediatric Intensive Care Unit (PICU). Continually assess condition of patients for potential or life threatening crises. Identify and address deviation from baseline vital signs, assessments and lab tests. Document, report and follow through on abnormal findings with physicians/nurses.
2. Although assigned to the primary specialty care unit (PICU), the health care worker may be assigned to another critical care unit or general nursing ward where additional staffing or specialty care is needed as directed by the Service Line Leader or authorized representative.
3. Recover both stable and unstable pediatric patients from general and regional anesthesia and deep sedation.
4. Assume responsibility for completion of competency assessments and required certifications at designated time intervals.
5. Maintain current knowledge of, and conduct all job duties in accordance with nursing procedure manual, Command instructions, BUMED directives, Joint Commission and other regulatory requirements.
6. Document all aspects of care reflective of the nursing process, and review documentation of subordinates, making appropriate recommendations as needed. Assess patients, identify problems, and formulate a plan of care based on nursing standards and protocols for the unit. Utilize discharge planning, nursing diagnosis and nursing judgment to formulate outcome goals based on patient and family needs.
7. Continually assess patient conditions, nursing needs, and apply the nursing process to develop an individualized plan of care in compliance with Command, JCAHO and professional standards of care. Obtain and document patient and pertinent family history.
8. Formulate a teaching plan based upon identified learning needs and evaluate effectiveness of learning. Interact professionally with patient/family and involves patient/family in the formation of the plan of care. Make appropriate referrals to meet short and long term goals in preparation for patient discharge.
9. Consult other services as appropriate to provide for an interdisciplinary approach to the patient's needs.
10. Instruct patient and/or families on preventative health care and follow-up care.
11. Identify and address psychological, cultural, ethnic and religious/spiritual needs of patients and family. Make appropriate referrals to meet short and long term goals in preparation for patient's needs.
12. Demonstrate knowledge of medications and their correct administration based on age of the patient and the patient's clinical condition. Administer a wide variety of rapid-acting, highly potent medications (direct intravenous and other routes) according to unit policies, procedures, and protocols. Utilize a broad knowledge of drugs and intravenous therapy, including properties, indications, dosages/rates and side effects. Closely monitor and document patient response, and adjust therapy accordingly.
13. Be knowledgeable and observant in recognizing signs of abuse/neglect, take appropriate action following NMCP policies/guidelines.

14. Demonstrate an understanding of diagnosis and treatment regimens in relation to the medical plan of care. Ensure prompt and accurate implementation of physician orders for quality outcomes.
15. Provide RN coverage when warranted for medical transports to retrieve critically ill children from other health care facilities for the purpose of receiving care at Naval Medical Center Portsmouth.
16. Demonstrate ability to perform treatments and provide services within scope of practice.
17. Demonstrate an ability to be flexible, organized and function under stressful situations, adjust to the uneven workflow and changing priorities of the unit.
18. Demonstrate knowledge of discharge planning in support of continuum of care.
19. Recognize and respond to patient in emergency and physically distressful situations as appropriate. Document events accordingly.
20. Operate and monitor the performance of sophisticated equipment used in the care of critically ill patients, including but not limited to: mechanical ventilation, hemodynamic monitoring equipment, cardiac monitors, etc. Interpret and respond to complex technological data generated by such equipment.
21. Assist the privileged providers with examinations, treatments, and procedures.
22. Provide psychological, spiritual, and social support and/or make appropriate referral for patients and significant others.
23. Be competent in IV insertion, IV Therapy, venipuncture, and the administration of blood and blood products and other competencies as defined by the assigned unit.
24. Be responsible for compliance with infection control guidelines and practices universal precautions.
25. Communicate knowledge formally and informally to meet needs of patients and significant others.
26. Patient Relations/Customer Service: You shall:
  - 26.1. Greet patients, families and visitors in a kind and professional manner.
  - 26.2. Assess patient for emotional and social impact of illness or hospitalization.
  - 26.3. Assess and recognize cultural beliefs about illness and health care of ethnic groups that are significantly represented.
  - 26.4. Maintain patient and family's rights (confidentiality, privacy, safety, security, and decision making), and provide appropriate information and instruction.
  - 26.5. Utilize interpersonal communication skills in order to exchange information in a clear and accurate manner with: internal and external customers, volunteers, and physicians.
27. Communications: You shall:
  - 27.1. Conduct and provide effective training sessions through clear instruction and training in a manner that ensures their understanding.
  - 27.2. Provide and document feedback to others in a constructive, helpful manner.
  - 27.3. Actively participate in meetings, by showing interest and contributing appropriately.
  - 27.4. Accurately document in-patient medical records and routine reports according to prescribed policies.

28. Planning & Decision Making: You shall:

28.1. Effectively plan work, considering time, supplies, support required from other individuals and departments.

28.2. Complete job responsibilities within required timeframe, according to established schedules or workflow requirements.

28.3. Display an ability to evaluate areas in need of improvement and provide input in order to improve current methods, services, programs or technology.

28.4. Review and assess information before making decisions and solving problems.

28.5. Use proper judgment and knowledge of established practices and procedures when addressing problems or issues.

28.6. Display ability to involve family/significant others in decision making related to the nursing process and plan of care.

29. Clinical oversight controls: You shall:

29.1. Provide constructive and timely input on orientation appraisals of non-privileged providers and staff who provide patient care services, as assigned by the Team Leader.

29.2. Assist in the communication of new or modified Hospital policies and procedures to personnel, thoroughly and promptly.

29.3. Consult other departments as appropriate to collaborate in patient care and performance improvement activities.

29.4. Identify needs for clinical staff development and collaborate with Team Leader in planning to meet these needs.

29.5. Provide written evaluation to Team Leader for nursing and ancillary staffs and for orienting staff.

29.6. Perform routine unit duties independently without specific instructions. Information is obtained from the nurse on the previous shift.

30. Mission and Vision: You shall verbalize directorate, service line, product line and team role in contributing to the command's Mission and Vision.

31. Environment of Care: You shall demonstrate understanding and follow the general procedures for safe work performance, including: general safety procedures; identification, handling, and storage of hazardous materials; physical security; and reporting of incidents.

32. Medical Equipment. You shall demonstrate understanding and follow the safe operation of medical equipment used for patient care as identified in the equipment user manual or similar documentation in the workspace.

33. Information Management: You shall:

33.1. Ensure confidentiality of patient's records and respects confidentiality by using discretion in discussion of patient information.

33.2. Maintain computer (ADP/data security), safeguard password(s), and lock workstation when unattended.

34. Performance Improvement: You shall:

34.1. Support, participate and communicate performance improvement processes commensurate with position by communicating ideas for improvement to the Chain of Command.

34.2. Act as an advocate for providing safe delivery of patient care.

35. Professional Growth: You shall:

35.1. Complete appropriate skills inventory/competency checklists and appropriate training materials.

35.2. Keep current in continuing education programs for the improvement of patient care and maintain current nursing practice by attending seminars, programs or workshops for continuing education and by reviewing pertinent literature.

35.3. Participate in unit collateral duties as assigned.

35.4. Participate in orienting and training nursing personnel. May act as a preceptor and provide written and verbal feedback of orientee's progress to member and management.

36. Comply with the standards of the Joint Commission, applicable provisions of law and the rules and regulations of any and all governmental authorities pertaining to:

36.1. Licensure and/or regulation of healthcare personnel in treatment facilities, and

36.2. Regulations and standards of professional practice of the treatment facility, and

36.3. Bylaws of the treatment facility's professional staff.

D. MINIMUM PERSONNEL QUALIFICATIONS. To be qualified for this position you must:

1. Be a graduate from a National League of Nursing accredited nursing program leading to a Baccalaureate Degree in Nursing, Nursing Diploma or an Associate Nursing Degree.

2. Have a current unrestricted license to practice as a registered nurse in any one of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands and maintenance of same. The health care worker is responsible for complying with all applicable licensing regulations. All state nursing licenses held by each health care worker must be submitted as part of the credentialing package. Additionally, health care workers license outside of the 50 States must provide proof of having successfully passed the Commissioner of Graduates of Foreign Nursing Schools exam or the National Council Licensure Exam (NCLEX). Foreign RN graduates must have three years experience working in the United States in addition to all other requirements.

3. Have a minimum of two years full-time (40 hours per week) experience within the last three years working in a Pediatric Intensive Care Unit or Critical Care Unit, or two years full-time experience of pediatric nursing within the last three years.

4. Be currently certified in Pediatric Advanced Life Support.

5. Submit two letters of recommendation from two nursing supervisors, or one nursing supervisor and one practicing physician, attesting to the health care worker's clinical skills. Reference letters must include name, title, phone number, date of reference, address and signature of the individual providing reference. Reference letters must have been written within the past two years.

6. Be currently certificated in the American Heart Association Basic Life Support (BLS) for Healthcare Providers; American Heart Association Healthcare Provider Course; American Red Cross CPR (Cardio Pulmonary Resuscitation) for the Professional Rescuer; or equivalent.

7. Represent an acceptable malpractice risk to the Navy.

8. Be eligible for U.S. employment.

9. Submit a fair and reasonable price, which has been accepted by the Government.

E. **FACTORS TO BE USED IN A CONTRACT AWARD DECISION.** If you meet the minimum qualifications listed in the paragraph above entitled, "Minimum Personnel Qualifications" you will be ranked against all other qualified applicants using the following enhancing criteria, listed in descending order of importance. The "Personal Qualification Sheet", Letters of Recommendation, and, if you have prior military services, the Form DD214, shall be used to evaluate these items.

1. Experience and training, both quantity and quality as it relates to the duties contained herein, then,
2. The letters of recommendation required in item D.5. above, may enhance your ranking if they address such items as clinical skills, professionalism, or specific areas of expertise, etc., then,
3. Additional medical certifications or licensure related to this position, then,
4. Total continuing education and training, then,
5. Prior medical experience in a DoD facility.

F. **INSTRUCTIONS FOR COMPLETING THE APPLICATION.** To be qualified for this contract position, you must submit the following:

1. \_\_\_\_\_ Two copies of a completed "\*Personal Qualifications Sheet (Attachment 1).
2. \_\_\_\_\_ A completed Pricing Sheet (Attachment 2).
3. \_\_\_\_\_ A completed CCR Application Confirmation Sheet (Attachment 4).
4. \_\_\_\_\_ Two or more letters of recommendation per paragraph D.5., above.
5. \_\_\_\_\_ Two copies of employment eligibility documentation per Attachment 3.
6. \_\_\_\_\_ A completed Small Business Program Representations Form (Attachment 5)

\*Please answer every question on the " Personal Qualifications Sheet – PICU Registered Nurse ". Mark "N/A" if the item is not applicable.

## **G. OTHER INFORMATION FOR OFFERORS.**

ISA HANDBOOK available at <http://www-nmlc.med.navy.mil> under Contractor Employment Opportunities/Information, OR can be requested from the contract specialist listed below.

After your application is reviewed, the Government will do at least one of the following: (1) Call you to negotiate your price, or (2) Ask you to submit additional papers to ensure you are qualified for the position, (3) Send you a letter to tell you that you are either not qualified for the position or that you are not the highest qualified individual, or (4) Make contract award from your application. If you are the successful applicant, the contracting officer will mail to you a formal government contract for your signature. This contract will record the negotiated price, your promise to perform the work described above, how you will be paid, how and by whom you will be supervised, and other rights and obligations of you and the Navy. Since this will be a legally binding document, you should review it carefully before you sign.

PLEASE NOTE: As of June 1, 1998 all contractors must be registered in the Central Contractor Registration (CCR) as a prerequisite to receiving a Department of Defense (DoD) contract. You may register in the CCR through the World Wide Web at <http://www.ccr2000.com>. This website contains all information necessary to register in CCR. An extract from this website is provided as Attachment 4 to this application.

You will need to obtain a DUNS (Data Universal Numbering System) number prior to registering in the CCR database. This DUNS number is a unique, nine-character company identification number. Even thou you are an individual, not a company, you must obtain this number. You may do so by calling Dun and Bradstreet at 1-800-333-0505.

The CCR also requires several other codes as follows:

CAGE Code: A Commercial and Government Entity (CAGE) code is a five-character vendor ID number used extensively within the DoD. If you do not have this code, one will be assigned automatically after you complete and submit the CCR form.

US Federal TIN: A Taxpayer ID Number or TIN is the same as your Social Security Number.

NAICS Code: A North American Industry Classification System code is a numbering system that identifies the type of products and/or services you provide. The NAICS Code for (enter HCW and NAICS code that applies).

If you encounter difficulties registering in the CCR, contact the CCR Registration Assistance Centers at 1-888-227-2423 or call your Contract Specialist or Contracting Officer at NMLC. Normally, registration completed via the Internet is accomplished within 48 hours. Registration of an applicant submitting an application through the mail or via facsimile may take up to 30 days. Therefore, you are encouraged to apply for registration immediately upon receipt of the Notice of Contracting Opportunity. Any contractor who is not registered in CCR will NOT get paid.

Upon award, an Individual Credentials File (ICF) shall be completed and forwarded 30 days prior to performance of duties to the MTF's Professional Affairs Department. The ICF, maintained at the MTF, contains specific information with regard to qualifying degrees and licenses, past professional experience and performance, education and training, health status, and current competence as compared to specialty-specific criteria regarding eligibility for defined scopes of health care services. BUMED Instruction 6320.66C (or current version) detail the ICF requirements. A copy of this instruction may be obtained from the World Wide Web at: <http://www-nmlc.med.navy.mil/Code02/contractorinfo.htm>. If individual clinical privileges have been summarily suspended pending an investigation into questions of professional ethics or conduct, your performance under this contract may be suspended until clinical privileges are reinstated. No reimbursement shall be made and no other compensation shall accrue to you so long as performance is suspended. The denial, suspension, limitation, or revocation of clinical privileges based upon practitioner impairment or misconduct shall be reported to the appropriate authorities.

Upon notification of contract award, you will be required to obtain a physical examination at your expense. The physician must complete the questions in the physical certification, which will be provided with the contract. You will also be required to obtain the liability insurance specified in Attachment 2, Pricing Information. Before commencing work under a Government contract, you must notify the Contracting Officer in writing that the required insurance has been obtained.

A complete, sample contract is available upon request.

Any questions may be directed to 301-619-3124.

We look forward to receiving your application.



## ATTACHMENT 001

**PERSONAL QUALIFICATIONS SHEET – PICU REGISTERED NURSE**

1. Every item on the Personal Qualifications Sheet must be addressed. Please sign and date where indicated. Any additional information required may be provided on a separate sheet of paper (indicate by number and section the question(s) to be addressed).
2. The information you provide will be used to determine your acceptability based on Sections D. and E. of the solicitation. **In addition to the Personal Qualifications Sheet, please submit two letters of recommendation as described in Item V. of the Personal Qualifications Sheet.**
3. After contract award, all of the information you provide will be verified during the credentialing process. At that time, you will be required to provide the following documentation verifying your qualifications: Licensure, Experience, Personal and Professional Information Sheet, continuing education certificates, and employment eligibility documentation. If you submit false information, the following actions may occur (a), your contract may be terminated for default. This action may initiate the suspension and debarment process, which could result in the determination that you are no longer eligible for future Government contracts and/or (b), you may lose your clinical privileges.
4. Health Certification. Individuals providing services under Government contracts are required to undergo a physical exam 60 days prior to beginning work. The exam is not required prior to award but is required prior to the performance of services under contract. By signing this form, you have acknowledged this requirement.
5. Practice Information:

	<u>Yes</u>	<u>No</u>
1. Have you ever been the subject of a malpractice claim? (indicate final disposition of case in comments)	_____	_____
2. Have you ever been a defendant in a felony or misdemeanor case? (indicate final disposition of case in comments)	_____	_____
3. Has your license or certification to practice ever been revoked or restricted in any state?	_____	_____

If any of the above is answered "yes" attach a detailed explanation. Specifically address the disposition of the claim or charges for numbers 1 and 2 above, and the State of the revocation for number 3 above.

**PRIVACY ACT STATEMENT**

Under 5 U.S.C. 552a and Executive Order 9397, the information provided on this page and the Personal Qualifications Sheet is requested for use in the consideration of a contract; disclosure of the information is voluntary; failure to provide information may result in the denial of the opportunity to enter into a contract.

_____	_____ (mm/dd/yy)
(Signature)	(Date)

## I. General Information

Phone: ( ) \_\_\_\_\_

\_\_\_\_\_(State) Date of Expiration: \_\_\_\_\_(mm/dd/yy)

\_\_\_\_\_(State) Date of Expiration: \_\_\_\_\_(mm/dd/yy)

\_\_\_\_\_(State) Date of Expiration: \_\_\_\_\_(mm/dd/yy)

<u>Name and Address of Present Employer</u>	<u>From</u>	<u>To</u>
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Are you currently employed on a Navy contract? If so, where is your current contract and what is the position?

## 10

Training Type listed on Card:

Expiration Date: \_\_\_\_\_(mm/dd/yy)

**V. Professional References (Section D, Item 5):**

Provide two letters of recommendation.

**VI. Basic Life Support Level C (Section D, Item 6):** Certification in American Heart Association Basic Life Support (BLS) for Healthcare Providers; American Heart Association Healthcare Provider Course; American Red Cross CPR (Cardio Pulmonary Resuscitation) for the Professional Rescuer; or equivalent.

Training Type listed on Card:

Expiration Date: \_\_\_\_\_(mm/dd/yy)

**VII. Employment Eligibility (Section D, Item 8):****Yes   No**Do you meet the requirements for U.S. Employment  
Eligibility contained in Section V?**VIII. Approved Continuing Education (Factor for Award):**Title Of CourseCourse DatesCE Hrs\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**IX. Additional Medical Certifications or Licensure (Factor for Award)**Type of Certification or LicenseDate of Certification or ExpirationType of Certification or LicenseDate of Certification or ExpirationType of Certification or LicenseDate of Certification or Expiration**X. I hereby certify the above information to be true and accurate:**\_\_\_\_\_  
(Signature)\_\_\_\_\_(mm/dd/yy)  
(Date)

PRICING SHEET  
PERIOD OF PERFORMANCE

Services are required from 03 March 2003 through 30 September 2003. Four option periods will be included which will extend services through 02 March 2007, if required by the Government. The Contracting Officer reserves the right to adjust the start and end dates of performance to meet the actual contract start date.

## PRICING INFORMATION

Insert the price per hour that you want the Navy to pay you. You may want to consider inflation rates when pricing the option periods. The Government will award a contract that is neither too high nor too low. Your price would be high enough to retain your services but not so high as to be out of line when compared to the salaries of other Pediatric Intensive Care Unit Registered Nurses in the Portsmouth, VA area. **The hourly price includes consideration for the following taxes and insurance that are required:**

(a) Please note that if you are awarded a Government contract position, **you will be responsible for paying all federal, state and, local taxes.** The Navy does not withhold any taxes. Your proposed prices should include the amount you will pay in taxes.

(b) Before commencing work under a contract, you shall obtain the following required levels of insurance at your own expense: (a) General Liability - Bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence, and (b) Automobile Liability - Auto liability insurance written on the comprehensive form of policy. Provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

The price that you quote for the base period will be added to the proposed quote for all option periods for the purpose of price evaluation.

<u>Line Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Amount</u>
0001	The offeror agrees to perform on behalf of the Government, the duties of one Pediatric Intensive Care Registered Nurse at the Naval Medical Center, Portsmouth, VA in accordance with this Application and the resulting contract.				
0001AA	Base Period; 03 Mar 03 thru 30 Sep 03	1216	Hour	_____	_____
0001AB	Option Period I; 1 Oct 03 thru 30 Sep 04	2096	Hour	_____	_____
0001AC	Option Period II; 1 Oct 04 thru 30 Sep 05	2088	Hour	_____	_____
0001AD	Option Period III; 1 Oct 05 thru 30 Sep 06	2088	Hour	_____	_____
0001AE	Option Period IV; 1 Oct 06 thru 02 Mar 07	880	Hour	_____	_____

TOTAL CONTRACT \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

LISTS OF ACCEPTABLE DOCUMENTS  
SUBMIT ONE FROM LIST A

## LIST A

## Documents that Establish Both Identity and Employment Eligibility

1. U. S. Passport (unexpired or expired)
2. Certificate of U. S. Citizenship (INS Form N-560 or N-561)
3. Certificate of Naturalization (INS Form N-550 or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization.
5. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
6. Unexpired Temporary Resident Card (INS Form I-688)
7. Unexpired Employment Authorization Card (INS Form I-688A)
8. Unexpired Reentry Permit (INS Form I-327)
9. Unexpired Refugee Travel Document (INS Form I-571)
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-698B)

OR SUBMIT ONE FROM LIST B AND ONE FROM LIST C

## LIST B

## Documents that Establish Identity

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
2. ID card issued by federal, state local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependant's ID Card

## LIST C

## Documents that Establish Employment Eligibility

1. U.S. social security card issued by the Social Security Administration (other card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350) or
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Native American Tribal document

7. U.S. Coast Guard Merchant  
Mariner Card

8. Native American tribal document

9. Driver's license issued by a  
Canadian government authority

For persons under age 18 who  
are unable to present a  
document listed above;

10. School record or report card

11. Clinic, doctor, or hospital record

12. Day-care or nursery school record

5. U.S. Citizen ID Card (INS Form I-197)

6. ID Card for use of Resident  
Citizen in the United States  
(INS Form I-179)

7. Unexpired employment  
authorization document issued  
by the INS (other than those  
listed under List a).

CENTRAL CONTRACTOR REGISTRATION APPLICATION  
CONFIRMATION SHEET

As of June 1, 1998 all contractors must be registered in the Central Contractor Registration (CCR) as a prerequisite to receiving the Department of Defense (DoD) contract.

Registration through the World Wide Web is preferred. The Web address is <http://www.ccr.gov/howto.html> If you do not have internet access, please contact (301) 619-3124 to request a copy of the application.

In order to register with the CCR you are required to obtain a DUNS number from Dun & Bradstreet. Please contact Dun & Bradstreet at 1-800-333-0505 to request a number or request the number via internet at <http://www.dnb.com/aboutdb/dunsform.htm>.

When you have done this, please mail or fax "THIS COMPLETED CONFIRMATION SHEET" to:

Naval Medical Logistics Command  
ATTN: Code 21T  
1681 Nelson Street  
Fort Detrick, MD 21702-9203  
FAX (301) 619-6793

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date CCR Form was submitted: \_\_\_\_\_

Assigned DUN & BRADSTREET #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## SMALL BUSINESS PROGRAM REPRESENTATIONS

As stated in paragraph I.A. of this application, this position is set-aside for individuals. As an individual you are considered a Small Business for statistical purposes. If you are female, you are considered a woman-owned small business. If you belong to one of the racial or ethnic groups in section B, you are considered a small disadvantaged business. To obtain further statistical information on Women-owned and Small Disadvantaged Businesses, please provide the additional information requested below.

**NOTE:** This information will not be used in the selection process, nor will any benefit be received by an individual based on the information provided.

Check as applicable:

**Section A.**

- ☐ ( ) The offeror represents for general statistical purposes that it is a woman-owned small business concern.
- ☐ ( ) The offeror represents, for general statistical purposes, that it is a small disadvantaged business concern as defined below.

**Section B**

[Complete if offeror represented itself as disadvantaged in this provision.] The offeror shall check the category in which its ownership falls:

- ☐ \_\_\_ Black American.
- ☐ \_\_\_ Hispanic American.
- ☐ \_\_\_ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).
- ☐ \_\_\_ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).
- ☐ \_\_\_ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).